

Manager- End Additional Job

USER GUIDE

INTRODUCTION


An additional job is when an employee with a primary job or position is placed into an additional job or position. When you are ready to end that additional job, use this job aid. This is not for terminating the employee.



Note: You cannot end the employee's primary position. You will first need to switch their primary position before ending the additional job. For help, refer to the job aid titled "Switch Primary Job".

END ADDITIONAL JOB

1. In the search field, type in the employee's name that you want to end the additional job for. Hit **Enter**.

 Emily Employee




Note: If you have questions when initiating this, please reach out to the HR Partner for your department

2. In the employee's record under **Actions**, click on **Job Change** then **End Job**.

Actions	Worker
Frequently Used	Transfer, Promote or Change Job
Start Proxy	Change Business Title
View Worker History	Change Location
Edit Photo	Add Contract
Terminate Employee	Add Job
View Total Rewards	End Job
	Report No Show
	Terminate Employee
Benefits >	Manage Probation Periods
Business Process >	Edit Notice Periods
Calendar >	Request Transfer to Me
Compensation >	Switch Primary Job
Job Change >	View Notice Periods

3. Click on **Additional Jobs** and Click **OK**.
4. Enter in the **End Date** and **Reason**. Make sure to keep the box checked for "Is this position available for overlap"

End Date	* MM/DD/YYYY 
Reason	* <input type="text"/>
Close Position	<input type="checkbox"/>
Is this position available for overlap?	<input checked="" type="checkbox"/>